



**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY**  
Page 1 of 3

**#T2549 JUNIOR ENGINEER - CIVIL**  
**\*MONTHLY SALARY: \$4181 to \$5063**

**\*APPLICATION FILING PERIOD: FIRST DATE: August 24, 2007**

**LAST DATE: Open**

\*This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classification specified above. **PROMPT APPLICATION IS ENCOURAGED.** Although the last date to apply is currently "OPEN", **the application filing period may be closed with a five day notice.**

**\*THE POSITION:** Junior Engineer's-Civil perform increasingly responsible engineering work and may be assigned professional level duties in the following areas: street and drainage design; structural engineering and plan checking; water and sewer facility design; construction inspection; traffic and transportation engineering; or engineering economics. Job rotation and training under registered engineers provide opportunities for professional growth and advancement in the engineering specialties of Structural, Traffic, and Civil Engineering.

**REQUIREMENTS:** You must meet the following **EDUCATION** requirements on the date you apply, unless otherwise indicated.

**EDUCATION:** Proof of EDUCATION must be submitted to the Personnel Department.

1. Registration as a professional Civil, Structural or Traffic Engineer with a State Licensing Board. **-OR-**
2. Engineer-In-Training (EIT) Certificate issued by a State Licensing Board. **-OR-**
3. College graduation with a Bachelor's Degree in Civil Engineering or a closely related engineering degree.

**NOTES:**

1. Employees with a valid, State of California registration as a professional Civil Engineer are eligible for an additional 15% pay.
2. In addition to salary, these positions receive annual benefits through a cafeteria-style flexible benefits plan which includes health insurance, life insurance, dependent care coverage, and cash back options. The City has PERS reciprocity and offers 17 days vacation/sick leave and 11 paid holidays annually, tuition reimbursement, and opportunities to pursue career growth and advancement. Benefits currently offered to employees may be subject to future modifications.
3. Qualifying professional civil, structural and/or traffic engineering experience may be substituted for education lacked on a year-for-year basis. (One year of full-time experience = 30 semester/45 quarter college-level units)
4. Graduating college/university seniors in their final semester/quarter may apply, however, if approved, will be placed as **inactive** on the eligible list until proof of graduation is submitted to the Personnel Department before the expiration of the eligible list. **Note: Transcripts indicating course work completed up to the current date must be submitted to the Personnel Department.**

**HIGHLY DESIRABLE QUALIFICATIONS:**

1. Computer Aided Drafting and Design (CADD) experience.
2. Geographic Information Systems (GIS) technology experience.

**LICENSE:** A valid California Class C Driver's License **may be required at the time of hire.**

**\*HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to all of the questions, including the supplemental questions, and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

**\*HARD COPY (Paper Submission)**

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

**\*ONLINE (Internet Submission)**

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department **with the cover sheet** provided during your online session. Follow the instructions on the cover sheet.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

**\*SUPPLEMENTAL QUESTIONS:** You must list your responses to the following numbered questions in Section 4 of the Standard Employment Application **or your application will be rejected**. Read the directions carefully to ensure instructions are followed correctly. **If you do not have any experience in a specific area, please write “NONE”.**

1. Specify the option in which you are meeting the **EDUCATIONAL REQUIREMENT**, and submit proof of education to the Personnel Department.
  - a. Registration as a professional Civil, Structural or Traffic Engineer with a State Licensing Board.
  - b. Engineer-in-Training (EIT) Certificate issued by a State Licensing Board.
  - c. College graduation with a Bachelor's Degree in Civil Engineering or a closely related engineering degree.
2. Describe your professional experience preparing construction plans, profiles, property maps, cross-sections for the design of improvements and structures. Specify at which employer (A, B, C, etc.) the experience was gained.
3. Describe your professional experience inspecting and coordinating the construction of major construction projects such as buildings, bridges, reservoirs, sewers, water lines, and water or sewage treatment plants. Specify at which employer (A, B, C, etc.) the experience was gained.
4. Describe your professional experience making quantity and cost estimates, performing horizontal and vertical alignments, preparing curve, flow and capacity computations, establishing tentative grades, and preparing cost and strength evaluations. Specify at which employer (A, B, C, etc.) the experience was gained.

5. Describe your professional experience inspecting, analyzing and interpreting field or laboratory test data of construction materials. Specify at which employer (A, B, C, etc.) the experience was gained.
6. Describe your professional experience checking and approving public improvement proposals and designs of private engineers for conformance with State and local requirements. Specify at which employer (A, B, C, etc.) the experience was gained.
7. Describe your professional experience performing environmental/sanitary engineering. Include your experience in the study, planning, investigation, calculation, design and specification for: water or sewer pipelines and pumping stations, hydraulics, wastewater/water reclamation facilities, ocean outfalls, or sewage sludge processing/beneficial use/disposal. Specify at which employer (A, B, C, etc.) the experience was gained.
8. Describe your professional experience conducting traffic engineering or transportation planning studies and calculations. Specify at which employer (A, B, C, etc.) the experience was gained.
9. Describe experience preparing engineering-related Geographical Information Systems (GIS) map and plan design. Include all the computer programs with which you are familiar and indicate your experience level (moderate, extensive, etc.). Specify at which employer (A, B, C, etc.) the experience was gained.
10. Describe your experience performing Computer Aided Drafting and Design (CADD) functions. Specify at which employer (A, B, C, etc.) the experience was gained.

SMS/November 19, 2004/\*Rev. 4 (08-24-07)/Class 1546

---

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

---

## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

---

**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

---

## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION** including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

---

**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

---

## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

---

**The provisions of this bulletin do not constitute an expressed or implied contract.**

---

**DIVERSITY BRINGS US ALL TOGETHER**